

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
September 27th, 2018 – 5:00 PM – Holywell Properties

Council Members Present: Ellen Heale, Kevin Meronuk, Ed Harker, Jason Day

Holywell Properties: Kerry Jenkins

Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:01 PM.
2. **Approval of the Agenda:** The agenda was approved, as amended, with all in favour.
3. **Approval of the Minutes of the Council Meeting held May 22nd, 2018:** The minutes of the council meeting held May 22nd, 2018 were approved with all in favour.
4. **Previous Business Arising from the Minutes:**
 - a. **Legal Review** – The strata’s building scheme is being reviewed by Hamilton & Company. Once the review is complete, council will make further decisions regarding the strata’s current bylaws.
5. **Review of Financial Statements:** Council reviewed the current financial statements for the period ending August 31st, 2018. The operating account held \$7,200.45. There was an additional \$29,672.82 in the Contingency Reserve Fund and the strata was operating with a net income of \$12,493.44.

A/R Review –Currently Strata Lots 1,6,7,26 and 60 have outstanding fees from September 1st, 2018. Ellen Heale **MOTIONED** to have the following protocol in place for strata lots that are in arrears, **SECONDED** by Jason Day; **CARRIED** with all in favour. Management was instructed to send a reminder to owners when strata fees become overdue. If strata lots remain in arrears after 15 days, a demand letter will be sent. If fees are not paid as specified in the letter, the accounts will be turned over to a lawyer for collection. In this case legal fees of approximately \$800.00 plus may be charged in addition to the outstanding amount owed.

6. **Correspondence:**
 - a. **Council Resignation** – Council reviewed the resignation letter received from John Bozak. They wish John well and thank him for his efforts over the past couple of years. Ed Harker, Vice President will step into the President’s role for the remainder of the fiscal year.
 - b. **Maintenance Strata Lot 60** – A letter was received by council regarding maintenance of the curb area of the strata lot in response to council’s letter of August 9th, 2018. Council sent a response to the owner.
7. **Reports**
 - a. **Maintenance**
 - Asphalt Repairs – The repairs to asphalt have been completed.

b. Landscaping

- **2019 Contract** - A proposal was received from the current landscaping contractor to add grass cutting to the 2019 contract. Council was in favor of the proposal and will review it further.
- **Irrigation** - Council would like to further research the cost to replace the faulty irrigation controller and have the repairs completed prior to next season.

8. New Business:

- Bylaw Review** - Council further reviewed some proposed changes to the strata's current bylaws. No definitive decisions will be made until the results of the building scheme review are known.
- Bylaw Infractions** – Procedures and remedies for bylaw infractions were discussed. Council is hoping that further clarification of the strata's bylaws will assist with this.
- AGM Planning**
 - **Date/Time** – Council discussed the third week of February 2019. A date will be announced once the meeting space is confirmed.
 - **Draft Budget** – A meeting will be held on January 10th, 2018 to finalize the 2019 budget.
- Management Contract** – To allow for further support of the strata corporation, council would like to revisit a quote for additional management services.

9. Next Meeting: The next meeting will be November 20th, 2018.

10. Adjournment: The meeting was adjourned at 6:45PM.